

**CEMETERY COMMISSION  
MEETING MINUTES**

May 24, 2016

5:00 PM

Conference Room C

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**MEMBERS PRESENT:** William Graham  
Gail Forsberg  
Maureen Sargent

**ALSO PRESENT:** Scott Charpentier, Asst. DPW Director  
Donald LeBlanc  
Lynda LePoer  
Norm Corbin, Historical Commission

Meeting called to order at 5:00 PM

**1. APPROVAL OF MINUTES FROM FEBRUARY 9, 2016 MEETING**

Commissioner Sargent moved to approve the minutes from February 9, 2016; Commissioner Forsberg seconded the motion. All members voted in favor.

*At this time, Mr. Charpentier made a request to the Chairman to continue out of order and consider agenda item #4. The daughter of the individual making the request has asked to be notified if there were any questions, so that she would have adequate time to get to the Town Hall and address them with the Commission. The Chairman agreed to continue with item #4.*

**4. LOT PURCHASE REQUEST - TYLER**

The Commission reviewed the lot purchase request from Christine Tyler, a former resident of Northborough. As required, she submitted information on the number of years she and her family have resided in Town, which was 52 years. She would like to purchase a single lot for herself and her husband, James W. Tyler, who has just passed away. Commissioners Forsberg and Sargent know of this family.

Commissioner Forsberg moved the Commission approve the lot purchase request from Christine Tyler; Commissioner Sargent seconded the motion; The vote was all in favor.

**3. LOT PURCHASE REQUEST – FAY**

The Commission reviewed the lot purchase request from James and Eleanor Fay, for their daughter, Teresa Fay, The Fays were former residents of Northborough and submitted information for this lot purchase request (cremation).

Commissioner Forsberg moved the Commission approve the lot purchase request from James and Eleanor Fay; Commissioner Sargent seconded the motion; The vote was all in favor.

**2. HISTORICAL COMMISSION – DETERMINE SIGN PLACEMENT/LOCATION**

Norm Corbin, reviewed the placement/locations of the Cemetery signs. The Commissioners agreed that these signs look great. Mr. Corbin stated that the Brigham Street Burial Ground sign will go at the burial ground located on Brigham Street. The Howard Street Burial Ground sign will be located at the colonial part of the Howard Street Cemetery (which is near the church). Regarding the Howard Street Cemetery sign, the Commissioners were all in agreement that this sign should remain on-site at the Howard Street Cemetery, and the DPW should determine the exact location.

Commissioner Graham asked Mr. Corbin for an update on the 250<sup>th</sup> events at the cemetery.

*Cemetery Tour:* Mr. Corbin stated that there will be a tour in September that will be coordinated between the Historical Commission and the 250<sup>th</sup> Anniversary Committee.

*Eagle Scout Project:* Mr. Corbin stated that the Eagle Scout is working on the temporary signs (he referred to his previous email and picture). There will be 50 signs at various locations around town. The signs will include historical information, a picture, and a UPC code to be used with a smart phone app. It is expected that all signs should be up by July 1<sup>st</sup>.

**5. RESIDENT VS. NON-RESIDENT CRITERIA FOR GRAVE PURCHASES AND MORATORIUM**

Mr. Charpentier stated that he had polled other Towns. Most Towns who have similar situations regarding non-resident purchases, do not have a Cemetery Commission and therefore, any requests are submitted directly to the DPW. The requirements are based on the following: (1) strong evidence of prior Town residence, and/or (2) compelling evidence.

**6. FEE EVALUATION**

The Commission reviewed the memo from Mr. Charpentier on the Evaluation of Cemetery Fees. The Commission was in agreement that they need to look into this further to determine if cemetery maintenance costs are covered by the fees and if not, how should this be addressed. The Commission will continue this discussion.

**7. REVIEW/DISCUSS COMPREHENSIVE STUDY**

Commissioner Graham asked if this item could be removed as an agendas item. After discussion, it was decided to remove this from future agendas until a comprehensive study is necessary.

**OPEN DISCUSSION/NEW BUSINESS:**

Commissioner Graham stated that he recently took a drive through the cemetery as he often does and noted that the grounds are well maintained by the DPW. However, he had

heard from a few people about some issues that may need attention. As he drove thru the cemetery, he made a short list of these issues and submitted the list for the DPW to address. He again stated that the grounds look great and are well maintained by the department. He asked the other Commissioners for their opinions and both Commissioners agreed that the DPW does a great job maintaining the grounds.

**NEXT MEETING:**

The next meeting is scheduled for Tuesday, August 2, 2016 at 5:00 pm.

**ADJOURN:**

At 6:05 pm, Commissioner Forsberg moved to adjourn; Commissioner Sargent seconded the motion; The vote was unanimous in favor.

Respectfully Submitted,

Lynda LePoer  
Administrative Assistant

Documents used during meeting:

1. May 24, 2016 Agenda
2. February 9, 2016 Meeting Minutes
3. Lot purchase request document – Fay
4. Lot purchase request document – Tyler
5. Cemetery sign information (dated 5/12/16)
6. Eagle Scout Project information (dated 5/2/16)
7. Memo re: Evaluation of Cemetery Fees (dated 4/5/16)